



# ***New Employee Welcome Booklet***

## **WELCOME TO JEFFERSON LAB**

SURA/Jefferson Lab believes that a smooth and thorough orientation of new staff results in a positive integration into the Lab's environment and will lead to a more productive and satisfying employment relationship. We believe each staff member has the potential to make thoughtful and creative contributions to the achievement of the mission of the Laboratory, and we are strongly committed to maintaining a partnership with all staff members. Our goal is to assist in making your career with the Lab a rewarding and productive experience. Scientists from around the globe collaborate with Jefferson Lab to conduct experiments that push numerous technology frontiers—not just superconducting technology, but data acquisition, computing, and the instrumentation and control of complex industrial-scale systems. Such an environment broadens the experiences of the scientists, engineers, computer scientists, and technicians who work here.

Revised September 23, 2002

We welcome you to the Laboratory and trust your work here will be rewarding and satisfying.

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Christoph W. Leemann, Director

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Lawrence Cardman  
Associate Director, Physics

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Associate Director, Accelerator

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R. Roy Whitney  
Associate Director, Administration

## **YOUR JLAB “WELCOME” BOOKLET**

This booklet is designed to provide you with a link to information on the Lab’s web site that will be important for you to review as you begin your work here. Most of the links are to the Jefferson Lab Administrative Manual on the web, although you will also need to review information on other official manuals such as the EH&S Manual.

We encourage you to retain this resource guide within easy reach to enable you to access the most current information on Lab policies, procedures and programs. While we make every effort to keep all manuals up to date on the web, the Lab reserves the right to change, interpret, withdraw or modify any policy, procedure, plan or program, including provisions relating to employment, at its sole discretion and without prior notice.

During your first few days of employment, you will participate in an inprocessing program conducted by Human Resources and members of your department and/or group, including your supervisor. Please use this process to familiarize yourself with the Laboratory and its policies and benefits. Ask any questions you may have in order to understand clearly the guidelines that affect and govern your employment relationship with JLab. As you learn more about the work environment, your contributions and ideas regarding improvement of the Lab would be welcome.

## **WHAT IS JEFFERSON LAB?**

[http://www.jlab.org/media\\_relations/newwhatis.html](http://www.jlab.org/media_relations/newwhatis.html)

This web address includes links on location, how the Lab works, why the Lab is unique, the site plan, important milestones and interesting facts about the Lab and the work being done here.

## **PUBLIC AFFAIRS**

[http://www.jlab.org/div\\_dept/dir\\_off/public\\_affairs/](http://www.jlab.org/div_dept/dir_off/public_affairs/)

The Jefferson Lab Public Affairs Office is the primary point of contact for all inquiries to the Lab and its personnel from members of the media.

## **SITE ACCESS AND SECURITY**

[http://www.jlab.org/div\\_dept/admin/HR/Admin\\_Manual/300/admin\\_300.html](http://www.jlab.org/div_dept/admin/HR/Admin_Manual/300/admin_300.html)

Refer to Admin Policy 301.02 on badging and site access issues.

## **ENVIRONMENT, HEALTH, AND SAFETY (EH&S)**

<http://www.jlab.org/ehs/manual/EHSbook/html>

[http://www.jlab.org/div\\_dept/admin/HR/Admin\\_Manual/100/103.html](http://www.jlab.org/div_dept/admin/HR/Admin_Manual/100/103.html)

Reference both the EH&S Manual and Policy 103.01 of the Administrative Manual for specific information on the Lab's EH&S requirements. Jefferson Lab is strongly committed to health and safety and your adherence to safety policies is critical.

## **EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION**

[http://www.jlab.org/div\\_dept/HR/Admin\\_Manual/200/202.html](http://www.jlab.org/div_dept/HR/Admin_Manual/200/202.html)

Jefferson Lab is strongly committed to equal employment opportunity and affirmative action. This commitment is practiced by ensuring all personnel actions are administered without regard to race, color, religion, sex, marital status, national origin, ancestry, age, disability, veteran status and, within the limits imposed by law, citizenship.

## **EMPLOYMENT POLICIES AND PRACTICES**

[http://www.jlab.org/div\\_dept/admin/HR/Admin\\_Manual/200/203.html](http://www.jlab.org/div_dept/admin/HR/Admin_Manual/200/203.html)

[http://www.jlab.org/div\\_dept/admin/HR/Admin\\_Manual/200/204.html](http://www.jlab.org/div_dept/admin/HR/Admin_Manual/200/204.html)

SURA/JLab seeks to fill job openings with the best qualified candidates. You may bid on any posted position for which you meet the stated qualifications, once you have completed the 24-month probationary period.

You may be employed as an exempt employee (not covered) or as a nonexempt employee (covered) by the overtime and minimum wage provisions of the Fair Labor Standards Act).

## **JEFFERSON LAB PUBLICATIONS**

[http://www.jlab.org/div\\_dept/admin/publications/publications.html](http://www.jlab.org/div_dept/admin/publications/publications.html)

A number of internally published documents are available on a wide range of subjects. JLab general interest publications include:

*The Jefferson Lab Administrative Manual*

[http://www.jlab.org/div\\_dept/admin/hr/admin\\_manual](http://www.jlab.org/div_dept/admin/hr/admin_manual)

*The Jefferson Lab Affirmative Action Plan*

(available in the Employee Relations Office in the VARC Building)

*The Jefferson Lab EH&S Manual*

<http://www.jlab.org/ehs/manual>

*The Jefferson Lab Personal Property Management Manual*

<http://www.jlab.org/serv/info/property/>

*The Jefferson Lab Procurement User Information Guide*

(available from the Procurement Department located in the VARC Building.)

*The Jefferson Lab Quality Assurance Program Manual*

[http://www.jlab.org/div\\_dept/QA/](http://www.jlab.org/div_dept/QA/)

*The Jefferson Lab Supervisor's "How-To" Guide*

(available from the Employee Relations Office in the VARC Building for supervisors and managers)

## **PAY MATTERS**

[http://www.jlab.org/dev\\_dept/admin/HR/Admin\\_Manual/200/204.html](http://www.jlab.org/dev_dept/admin/HR/Admin_Manual/200/204.html)

[http://www.jlab.org/dev\\_dept/admin/HR/Admin\\_Manual/200/206.html](http://www.jlab.org/dev_dept/admin/HR/Admin_Manual/200/206.html)

See Sections 204 and 206 of the Administrative Manual for information on starting salaries, salary increases, overtime pay, shift differentials, and position classifications.

## **EMPLOYEE BENEFITS**

[http://www.jlab.org/div\\_dept/admin/HR/Admin\\_Manual/200/205.html](http://www.jlab.org/div_dept/admin/HR/Admin_Manual/200/205.html)

SURA/JLab provides a variety of employee benefits programs for you and your eligible dependents. At no expense to you, SURA provides life insurance, accidental death and dismemberment insurance, long-term disability insurance, partial premium payment of medical and dental insurance, and retirement fund contributions.

SURA also makes available to staff members employee-paid group insurance and voluntary supplemental retirement programs including short-term disability, additional life insurance, tax-deferred supplemental retirement annuity (SRA) plan, medical and dependent care spending accounts. See Section 205 of the Admin Manual for full details.

## **WORKERS' COMPENSATION INSURANCE**

[http://www.jlab.org/div\\_dept/admin/HR/Admin\\_Manual/200/205.html](http://www.jlab.org/div_dept/admin/HR/Admin_Manual/200/205.html)

SURA provides Workers' Compensation Insurance coverage at no cost to all employees. This insurance covers payment of medical treatment and/or income replacement benefits to employees who are injured on the job or who experience an occupational illness and who have reported such on a timely basis.

## **MEDICAL SERVICES PROGRAM**

[http://www.jlab.org/div\\_dept/admin/medical/index.html](http://www.jlab.org/div_dept/admin/medical/index.html)

SURA/JLab maintains a Medical Services Program to protect staff members against health hazards in their work environments. Treatment for injuries and minor emergencies is available at a first-aid station in the clinic, VARC, Building 28. In emergencies, page the nurse during clinic hours at 584-7539.

Review all services provided on the Medical Services web site above.

## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

[http://www.jlab.org/div\\_dept/admin/HR/Admin\\_Manual/200/205.html](http://www.jlab.org/div_dept/admin/HR/Admin_Manual/200/205.html)

SURA/JLab provides an employee assistance program that offers short-term counseling to help eligible staff and their dependents address job-related, personal, and family problems. The confidential program is offered at no cost to employees.

## **HEALTH CLUB**

Jefferson Lab has secured a corporate rate at Riverside Wellness and Fitness Center. Payroll deductions are available for eligible staff. Contact the Compensation and Benefits Section of Human Resources (ext. 7068) for more information.

## **WORKING HOURS, PAY DAYS, AND TIME REPORTING**

[http://www.jlab.org/div\\_dept/admin/HR/Admin\\_Manual/400/admin\\_400.html](http://www.jlab.org/div_dept/admin/HR/Admin_Manual/400/admin_400.html)

While your supervisor will discuss these topics with you, you should also familiarize yourself with Policy 401.4 in the Administrative Manual.

## **TELECOMMUNICATIONS**

[http://www.jlab.org/div\\_dept/admin/HR/Admin\\_Manual/200/208.13.html](http://www.jlab.org/div_dept/admin/HR/Admin_Manual/200/208.13.html)

The telecommunications staff is responsible for purchasing, installation, programming, repair, and training for all communications equipment, which includes telephone sets and accessories, pagers, walkie-talkies, cellular telephones, and fax machines.

The Lab's main telephone switchboard number is (757) 269-7100. In case of emergency, call 911. If you are not in immediate danger, call ext. 4444 to notify JLab security personnel.

Additional information on the Lab's communications systems is available at the web site shown above.

## **COMPUTER CENTER SERVICES**

[http://www.jlab.org/div\\_dept/admin/HR/Admin\\_Manual/200/208.html](http://www.jlab.org/div_dept/admin/HR/Admin_Manual/200/208.html)

Information on using e-mail or opening a user account can be obtained from the JLab Computer Center at ext. 7456. The Computer Center is located in room L210 in CEBAF Center (Building 12).

Reference Policy 208.12 of the Administrative Manual for guidelines on computer and networking use.

JLab's World Wide Web homepage (<http://www.jlab.org>) provides up-to-date information on Lab activities and more.



## **FOOD SERVICES AND SURA RESIDENCE FACILITY**

[http://www.jlab.org/div\\_dept/admin/HR/Admin\\_Manual/200/213.html](http://www.jlab.org/div_dept/admin/HR/Admin_Manual/200/213.html)

Admin Policies 213.01 and 213.02 provide information on the Lab's cafeteria and other food services and the SURA Residence Facility.

If you are planning a meeting, conference, workshop, seminar, symposium, or special event, contact Staff Services at ext. 6368 for assistance.

## **LIBRARY SERVICES**

[http://www.jlab.org/div\\_dept/admin/HR/Admin\\_Manual/200/214.html](http://www.jlab.org/div_dept/admin/HR/Admin_Manual/200/214.html)

The Jefferson Lab Library is located on the first floor of the ARC Building (Building 1). The Library collection includes scientific and technical monographs, serials, and preprints, selected documents and reports by intergovernmental organizations and scientific laboratories, local and national newspapers, and archival copies of SURA/JLab documents.

Reference Section 214 of the Administrative Manual for full details on services and procedures.

## **JEFFERSON ACTIVITIES GROUP**

[http://www.jlab.org/div\\_dept/admin/HR/Admin\\_Manual/200/213.html](http://www.jlab.org/div_dept/admin/HR/Admin_Manual/200/213.html)

The Jefferson Activities Group (JAG) organizes and sponsors social events and activities. Committee membership reflects the organizational, cultural, and geographic diversity of the site. Notices of upcoming events are distributed via interoffice mail, posted on bulletin boards and on the Lab's website (<http://www.jlab.org/jag>).

## **HOLIDAYS AND LAB CLOSURES**

[http://www.jlab.org/div\\_dept/admin/HR/Admin\\_Manual/200/206.html](http://www.jlab.org/div_dept/admin/HR/Admin_Manual/200/206.html)

SURA/JLab normally observes 11 paid holidays during each calendar year.

A holiday shutdown usually occurs at the Lab near the end of the calendar year. JLab Management may announce additional closures as required by business necessity.

## TIME OFF AND LEAVE OPTIONS

[http://www.jlab.org/div\\_dept/admin/HR/Admin\\_Manual/200/207.html](http://www.jlab.org/div_dept/admin/HR/Admin_Manual/200/207.html)

SURA provides a variety of options for leaves of absence, both paid and unpaid, designed to assist staff members in maintaining a healthy balance between personal, professional, and civic responsibilities and goals.

Refer to Section 207 of the Administrative Manual for full details on all leaves.

## STANDARDS OF CONDUCT AND PERFORMANCE

[http://www.jlab.org/div\\_dept/admin/HR/Admin\\_Manual/200/208.html](http://www.jlab.org/div_dept/admin/HR/Admin_Manual/200/208.html)

As an integral member of the SURAJLab community, you are expected to carry out your job duties and responsibilities as defined by management; observe acceptable business principles and standards of conduct; achieve established high standards of job performance; give a productive day's work to the best of your abilities and skills; adhere to established standards of attendance and punctuality; demonstrate considerate, responsive, courteous, and constructive behavior toward fellow staff and visitors, and adhere to all policies, practices, and programs adopted by the Laboratory.

Refer to Admin Policy 208.01 for guidance on *prohibited conduct* that will subject you to corrective action, up to and including separation from Lab employment.

[http://www.jlab.org/div\\_dept/admin/HR/Admin\\_Manual/200/208.html](http://www.jlab.org/div_dept/admin/HR/Admin_Manual/200/208.html)

[http://www.jlab.org/div\\_dept/admin/HR/Admin\\_Manual/200/203.html](http://www.jlab.org/div_dept/admin/HR/Admin_Manual/200/203.html)

The Lab's *performance appraisal process* is a means of measuring efficiency and effectiveness of operations, providing you with meaningful information about your performance, and aiding in making personnel decisions. During your 24-month probationary period your performance will be evaluated approximately every six months; thereafter, appraisals are conducted at least annually.

[http://www.jlab.org/div\\_dept/admin/HR/Admin\\_Manual/200/208.html](http://www.jlab.org/div_dept/admin/HR/Admin_Manual/200/208.html)

Each JLab staff member has an obligation to report any improper practice, action, or conduct that may compromise safe and efficient operations, including but not limited to: possession of firearms, other weapons or explosives on JLab property; possession of illegal drugs or unauthorized controlled substances for sale or distribution on JLab property; acts of damaging or sabotaging property or safety systems.

[http://www.jlab.org/div\\_dept/admin/HR/Admin\\_Manual/200/208.html](http://www.jlab.org/div_dept/admin/HR/Admin_Manual/200/208.html)

Jlab's policy permits staff to **engage in outside employment** or activities as long as that employment or activity does not present a real or perceived **conflict of interest** with SURA/JLab or DOE and does not interfere with the effective performance of SURA/JLab duties. You must complete and have approved a Request to Engage in Outside Business Activities form prior to engaging in any outside business activity.

As a condition of employment, SURA/Jlab staff agree to assign their rights to all discoveries generated under the prime contract to SURA. (See *Intellectual Property*, Section 700 of the *Administrative Manual*.)

## ISSUES AND APPEALS

[http://www.jlab.org/div\\_dept/admin/HR/Admin\\_Manual/200/210.html](http://www.jlab.org/div_dept/admin/HR/Admin_Manual/200/210.html)

Jefferson Lab offers a formal grievance process for the rare situations where issues cannot be resolved through discussion with your supervisor or succeeding levels of your management chain. Refer to Admin Policy 210 for procedures.

## STAFF DEVELOPMENT AND CAREER MANAGEMENT

[http://www.jlab.org/div\\_dept/admin/HR/Admin\\_Manual/200/209.html](http://www.jlab.org/div_dept/admin/HR/Admin_Manual/200/209.html)

SURA/JLab provides job-related education and training, both on-site and off-site, for staff, as well as tuition assistance for degree programs for qualified staff. See Admin Policy 209.01 for details.

## **EMPLOYMENT RECORDS AND REFERENCES**

[http://www.jlab.org/div\\_dept/admin/HR/Admin\\_Manual/200/211.html](http://www.jlab.org/div_dept/admin/HR/Admin_Manual/200/211.html)

Your personnel records are maintained in Human Resources and contain information related to your employment. They are considered confidential and disclosed only to authorized individuals on a need-to-know basis (or as required by law or court order). Notify the Benefits staff of Human Resources (ext. 7068) of any changes in your personal information to ensure your file is up to date at all times.

Telephone inquiries for confirmation of employment are honored routinely by Human Resources. Any other requests for information must be in writing with a signed authorization by the staff member. Refer to the policies in Section 211 of the Admin Manual for further information.

## **SERVICE RECOGNITION**

[http://www.jlab.org/div\\_dept/admin/HR/Admin\\_Manual/200/211.html](http://www.jlab.org/div_dept/admin/HR/Admin_Manual/200/211.html)

All regular and term staff are eligible for service awards at five years and increments of five years of active continuous employment.

## **SEPARATION FROM THE LABORATORY**

[http://www.jlab.org/div\\_dept/admin/HR/Admin\\_Manual/200/212.html](http://www.jlab.org/div_dept/admin/HR/Admin_Manual/200/212.html)

If you choose to resign from employment at SURA, you should give your supervisor a four-week (20 working days) notice if you are an exempt employee and at least a two-week (10 working days) written notice if you are a nonexempt employee. Your employment relationship with SURA/JLab is on an “at will” basis, and you may be discharged with or without notice, depending on the circumstances.

Also, lack of funding, lack of work, or organizational restructuring efforts may necessitate reductions in staffing levels (layoffs) within the Laboratory.

Although SURA contributions to your employee benefits cease upon separation from employment, you have certain options for benefit continuation, including the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) which allow you and your dependents to continue group health and dental insurance for up to 18 to 36 months.

See Section 212 of the Administrative Manual for full details.